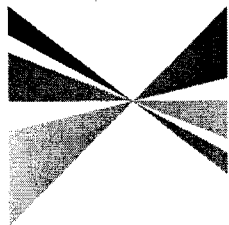


SOUTHERN CALIFORNIA



**ASSOCIATION OF  
GOVERNMENTS**

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**San Bernardino County:** Gary Ovitt, San Bernardino County • Lawrence Dale, Barstow • Paul Eaton, Montclair • Lee Ann Garcia, Grand Terrace • Susan Longville, San Bernardino • Deborah Robertson, Rialto • Alan Wapner, Ontario

**Ventura County:** Judy Mikels, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

**Orange County Transportation Authority:** Lou Correa, County of Orange

**Riverside County Transportation Commission:** Robin Lowe, Hemet

**Ventura County Transportation Commission:** Keith Millhouse, Moorpark

## Meeting of the

# ADMINISTRATION COMMITTEE

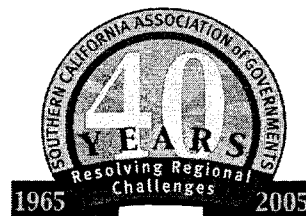
**Thursday, May 5, 2005  
9:00 a.m. – 10:00 a.m.**

**Los Angeles Athletic Club  
431 W. 7<sup>th</sup> Street  
Los Angeles, California 90014  
213. 625-2211**

## Agenda Enclosed

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Deby Salcido at 213.236.1993 or [Salcido@scag.ca.gov](mailto:Salcido@scag.ca.gov).

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.



# ADMINISTRATION COMMITTEE

## AGENDA

	PAGE #	TIME
1.0 <b><u>CALL TO ORDER</u></b>		
Councilmember Dixon, Chair		
2.0 <b><u>PUBLIC COMMENT PERIOD</u></b> -- Members of the public desiring to speak on an agenda item, or agenda items not on the agenda, but within the purview of this committee, must notify the Secretary and fill out a speaker's card prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The Chair may limit the total time for comments to twenty (20) minutes.		
3.0 <b><u>CONSENT CALENDAR</u></b>		
3.1 <b><u>Approval Items</u></b>		
3.1.1 <u>Approve April 7, 2005 Minutes</u> Attachment	185	
3.1.2 <u>Approve a Request to co-host a International Conference with USC RC Attachment</u>	15	
3.2 <b><u>Receive &amp; File</u></b>		
3.2.1 <u>State and Federal Legislative Matrix RC Attachment</u>	26	
3.2.2 <u>Purchase Orders between \$5,000 – \$25,000</u> RC Attachment	92	
4.0 <b><u>ACTION ITEMS</u></b>		
4.1 <u>Contracts</u> RC Attachment	11	
• Champion Services Group	12	
• Fox and Sohagi, LLP	13	
Recommended Action: Approve		

# ADMINISTRATION COMMITTEE

## AGENDA

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	<i>PAGE #</i>	<i>TIME</i>
<b><u>Action Items – Con't</u></b>		
4.2 <u>FY 2005-2006 Overall Work Program</u> Attachment Supplemental RC Attachment	96	
Recommended Action: Adopt Resolution #05-461-2		
4.3 <u>Caltrans/SCAG Planning MOU</u> RC Attachment	100	
Recommended Action: Approve		
<b>5.0    <u>AUDIT COMMITTEE REPORT</u></b>		
5.1 <u>Cost Recovery Policy</u> RC Attachment	Heather Copp, CFO	101
Recommended Action: Approve		
5.2 <u>Request to Increase Threshold</u> <u>for Contracts</u> RC Attachment	Heather Copp, CFO	104
Recommended Action: Approve		
<b>6.0    <u>INFORMATION ITEMS</u></b>		
6.1 <u>Monthly Financial Report</u> Attachment	Heather Copp, CFO	181
6.2 <u>CFO Report</u>	Heather Copp, CFO	
<b>7.0    <u>FUTURE AGENDA ITEMS</u></b>		

Any committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three minutes.

# ADMINISTRATION COMMITTEE

## AGENDA

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*PAGE #*

*TIME*

8.0 ANNOUNCEMENTS

9.0 ADJOURNMENT

The next meeting is scheduled for June 2, 2005.

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**  
**Administration Committee Minutes**  
**April 7, 2005**

**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7<sup>th</sup> Street, 12<sup>th</sup> Floor, Los Angeles, CA 90017. The meeting was called to order by Chairperson, Councilmember Richard Dixon, City of Lake Forest. There was a quorum.

**1.0     CALL TO ORDER**

Chairman Richard Dixon called the meeting to order at 9:10 a.m.

**Committee Members Present:**

Mayor Harry Baldwin	City of San Gabriel
Councilmember Paul Bowlen	City of Cerritos
Mayor Margaret Clark	City of Rosemead
Mayor Richard Dixon	City of Lake Forest
Councilmember Deborah Robertson	City of Rialto
Vice Mayor Sidney Tyler	City of Pasadena
Councilmember Toni Young	City of Port Hueneme

**Committee Members Absent:**

Mayor Jim Aldinger	City of Manhattan Beach
Mayor William Alexander	City of Rancho Cucamonga
Councilmember Mike Dispenza	City of Palmdale
Councilmember Lee Ann Garcia	City of Grand Terrace
Mayor Ron Loveridge	City of Riverside
Mayor Pro-Tem Keith McCarthy	City of Downey
Supervisor Judy Mikels	County of Ventura
Councilmember Paul Nowatka	City of Cerritos
Councilmember Pam O'Connor	City of Santa Monica
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Councilmember Ron Roberts	City of Temecula
Councilmember Dennis Washburn	City of Calabasas
Mayor Bob Yousefian	City of Glendale

**Staff Present:**

Heather Copp	Chief Financial Officer
Charlie Wagner	Manager of Finance
Ed Paul	Internal Auditor

**Others Present:**

Zahi Faranesh  
Catherine McMillan

SCAG  
CVAG

**2.0 PUBLIC COMMENT PERIOD**

No public comments.

**3.0 CONSENT CALENDAR**

Vice-Mayor Sidney Tyler asked that 3.1.2 be pulled for discussion.

The remainder of the Consent Calendar was APPROVED (Toni Young), SECONDED (Deborah Robertson) and UNANIMOUSLY APPROVED.

**3.1 Approval Items**

3.1.1 Approval of March 3, 2005 Minutes

3.1.2 Approval of Contracts

- Cambridge Systematics
- Economics & Politics, Inc.  
Vice-Mayor Tyler raised concern with the low number of responses to our requests for proposals.

Heather Copp answered that SCAG has begun to advertise in the American Planning Association magazine and three other publications that we have not previously advertised in. We are also working on cleaning up SCAG's vendor database so we can meet our goal of mailing out less requests and receiving more proposals.

- Govplace  
Heather Copp reported that the first work element should read 05-840 and the second work element should read 06-840.

These items were MOVED (Harry Baldwin), SECONDED (Sidney Tyler) and UNANIMOUSLY APPROVED

- Moore Iacofano Goltsman, Inc. (MIG)
- Strategic Planning & Research
- The Planning Center
- SBC

Memorandum of Understanding (MOU)

- Heavy Duty Truck Model Improvement

3.1.3 Milken Institute's 2005 Global Conference

**3.2 Receive & File**

3.2.1 Contracts & PO's between \$5,000-\$25,000

**4.0 ACTION ITEMS**

4.1 General Fund Reconciliation

Heather Copp reported that she has added a recap of where money is coming from and how much we had in our fund balance from the previous year. The bank interest on the line of credit has been reduced through the end of the fiscal year and will be used to address some of SCAG's write-offs, after approval by the Regional Council.

The Regional Council Special Projects and Regional Council Sponsorships were not broken out previously so we have moved them to a separate item so they can be tracked more closely, as requested by the Committee.

The General Fund balance will cover our minimum required balance for the letter of credit covenant.

Toni Young asked that the line item for RC Committee Meetings (food) be brought up to \$30,000 to cover the actual amount of \$26,064.

It was MOVED (Sidney Tyler), SECONDED (Toni Young), and UNANIMOUSLY APPROVED as amended.

4.2 Approval of Regional Council Revised Stipend and Travel Policies

Heather Copp presented an overview of the revisions and reported that all policies have been consolidated and added information regarding meals that have been adopted internally because it affects the general fund.

Sidney Tyler requested that the wording in Item #3 be revised to read, The Regional Council shall authorize "in advance" member business travel for business...." Heather reported that language to address travel for the General Assembly and Retreat will also be included.

The item was MOVED (Toni Young), SECONDED (Robertson) and UNANIMOUSLY APPROVED, as amended.

4.3 General Fund Authorization for SCAG Legislative Day in Sacramento

Don Rhodes presented an overview of the type of agenda that takes place for this event and have a tentative date set for May 18, date is negotiable. This event is for members of the Executive Committee that choose to attend.

This item was MOVED (Toni Young), SECONDED (Sidney Tyler) and UNANIMOUSLY APPROVED.

4.4 Resolution 05-462-1 Regarding State Planning & Research Grant Multi-County Goods Movement Study

This item was MOVED (Toni Young), SECONDED (Margaret Clark) and UNANIMOUSLY APPROVED.

**5.0 INFORMATION ITEMS**

5.1. Monthly Financial Report

Heather Copp reported that SCAG is 67% through the year (through February) and continue to have issues with the percentages of Subregional and Consultant invoices that we have received to date. We will continue to work with them to improve this situation in the future.

For the first 8 months of the fiscal year SCAG has doubled its interest earnings and reduced loan advances from \$13 million in the previous period to \$3 million for this current fiscal year, which reduced the interest paid from \$46,000 to \$9,700. At this time we are not anticipating the need to borrow money, as we normally do, during the June/July timeframe.

5.2 National Indian Justice Center

Joe Meyers, National Indian Justice Center reported that on April 1, 2005, several tribes and SCAG staff met to discuss issues that need to be dealt with in terms of thinking through how the relationship will unfold and move forward.

5.3 CFO Report

Included with Monthly Financial Report.

**6.0 FUTURE AGENDA ITEMS**

- Audit Committee Issues

**7.0 ANNOUNCEMENTS**

**8.0 ADJOURNMENT**

Chairman Richard Dixon adjourned the meeting at 9:55 a.m.



Heather Copp, Chief Financial Officer  
Staff to the Administration Committee